



DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
GREAT LAKES, ILLINOIS 60088-5000

NTCGLAKESINST 12713.1B
(046)

24 AUG 1992

NTC GREAT LAKES INSTRUCTION 12713.1B

From: Commander, Naval Training Center, Great Lakes

Subj: HONORARY RECOGNITION FOR ACHIEVEMENTS IN EQUAL EMPLOYMENT
OPPORTUNITY (EEO)

Ref: (a) CPI 720

(R)

Encl: (1) Award Criteria
(2) Nominating Format

1. Purpose. To update policies and procedures for annual honorary Naval Training Center (NTC) recognition of military and civilian personnel for significant achievements to the Department of the Navy Equal Employment Opportunity (EEO) Program.

2. Cancellation. NTCGLAKESINST 12713.1A

3. Background. Reference (a) sets forth responsibilities for the management and administration of the Department of the Navy EEO Program. The commitment and contribution of employees, supervisors and managers are required before true equal opportunity for all can be realized. When there are superior accomplishments in moving toward this objective, honorary recognition serves a purpose. Such recognition will:

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a. Emphasize the government's policy of equal opportunity and the Navy's goal of a fully integrated workforce.

b. Encourage active and effective contributions to equal opportunity.

c. Provide appropriate honor and distinction to persons who have excelled in providing, offering or promoting equal opportunity.

4. Discussion

a. Honorary recognition will be granted to personnel who make outstanding contributions to the NTC or the Navy's EEO program. All personnel are encouraged to contribute by assisting those already within the Federal service to achieve their highest potential and productivity.

b. Awards for achievement in EEO are intended to provide

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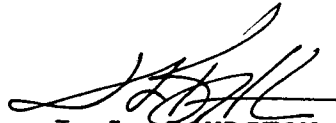
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honor and distinction to persons who have excelled in carrying out EEO program objectives. An award will consist of a framed commemorative certificate signed by the Commander, Naval Training Center. Cash awards will not be given under this program.

c. Enclosure (1) provides the criteria for award nominations. Awards will be presented annually at the Women's Equality Day Basewide Luncheon.

d. Action. The categories for award recipients are identified in enclosure (1). Nominations may be submitted for each category in accordance with the format of enclosure (2) and forwarded via the chain of command to the Commander, Naval Training Center (Code 046), Great Lakes. Nominations must be received no later than 31 July of each year.


J. L. BOYDSTON
Chief of Staff

Distribution:

NTCGLAKESINST 5216.5K

Lists I, II (Case B), IIIA and C

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CRITERIA FOR AWARD NOMINATIONS

1. Supervisor/Manager/Civilian Personnel Officer. To be effective, recognition for superior accomplishments in fostering equal opportunity must be based on objective evidence which indicates that the Civilian Personnel Officer or civilian or military supervisor/manager has excelled in several of the following important job factors:

a. Motivates employees through direct encouragement and assistance to develop their full potential and utilize their skill to the maximum extent. Positive results which show excellence in this area might be demonstrated by: outstanding skill development activities which show concern for providing equal opportunity; the upward mobility of lower grade and under-utilized employees as evidenced through promotions; and, recognition and awards for achievements and suggestions of the organization's lower level employees. Examples of actions that supervisors have taken to accomplish these improvements are:

(1) Counsel employees concerning their strengths and weaknesses and actively help them pursue productive self-development activities which lead to improved skills and upward mobility.

(2) Provide employees effective, planned, on-the-job training that recognizes the differential needs and abilities of individuals and qualifies them for immediate and future job opportunities.

(3) Provide guidance and assistance to employees in the development of a superior performance level which leads to job recognition for the individual based on improvements in the economy, efficiency and effectiveness of the organization.

b. Achieves effective employee utilization. Positive results which show excellence in achieving effective employee utilization are: the level of productivity; recognition that management might give to the organization for meeting its objectives; the morale of the organization as evidenced by its record of attendance, low turnover, few grievances, etc.; hours of professional time saved; and creation of new job opportunities. Types of positive supervisory activities which might be observed to lead to these results include:

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(1) High degree of sensitivity to employees' skills, abilities, needs, interests and action to structure their jobs to best utilize and build them.

(2) Periodic meetings with employees to set work goals that are challenging yet obtainable for the individual and highly productive to the organization.

(3) Effective integration of members of minority groups, the disadvantaged and women into the organization with high levels of productivity.

- R) 2. EEO Program Leaders. Note: Nominations may be submitted for each of the following categories: EEO Officers (activity heads), Deputy EEO Officers, Federal Women's Program Managers, Hispanic Employment Program Managers, Black Affairs Program Managers, Asian/Pacific Islander Program Managers, American Indian/Alaskan Native Program Managers, and Disabled Persons Program Managers.
A) The following are factors to be considered for positive results:

a. Superior counseling and guidance to employees that effectively encourages and assists them in planning and achieving occupational training, educational or career goals related to the needs of the individual and activity.

b. Outstanding performance in effective resolution of employees' discrimination complaints by:

(1) Developing rapport with employees.

(2) Offering helpful guidance in the discussion of their complaints.

(3) Building a reputation for prompt, effective action.

c. Providing outstanding leadership in the development and implementation of an EEO action plan or activity which leads to significant changes or improvements in the EEO program.

d. Establishing and maintaining a high level of respect and the confidence of minority groups or women's organizations and thus advancing the agency's EEO program.

e. Outstanding achievement in working in support of community action programs directed to advance equal opportunity in government.

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3. Non-Supervisory Personnel. Note: Four individuals may be nominated for this award, one in each of the following categories: EEO Counselors, EEO Committee Chairpersons, EEO Committee Members, and employees. Specific actions taken by individuals in support of the program might be:

a. Excellence in leadership and creative development of successful training programs for lower graded and under utilized employees.

b. Outstanding success in working with educational institutions to encourage qualified minority group members and women to apply for middle, higher level or shortage category jobs where few such persons are now employed.

c. Efforts with educational institutions on curricular development that achieves high effectiveness in helping students better prepare themselves for federal employment. (R

d. Outstanding leadership and full participation in activities, within or outside the organization, which foster equal opportunity in government.

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NOMINATING FORMAT

1. Name:
2. Address:
2. Present position:
 - a. Title, grade/rank:
 - b. Organizational location and activity:
 - c. Duties and responsibilities (brief description):
4. Position at the time of contribution (if different from present position): (D
5. Immediate supervisor's name, grade, and title:
6. Period covered by the nomination:
7. Brief summary of basis for nomination:
8. Statement showing specifically how contribution exceeds nominee's job responsibilities:

Encl (2)